

## **06 DIGITAL PHOTOGRAPH**

All clients under DCC supervision must have a digital photo taken upon intake, ideally at first contact with the DCC office, and uploaded into WICS. This includes clients under the supervision of DCC as part of Interstate Compact and clients required to register under the Wisconsin Sex Offender Registry Program (SORP). Digital photos of sex offender registrants not on supervision should be addressed by the local sex offender registry specialist. In addition to DOC-issued smartphones, staff may use digital cameras to take photos of the client, using the instructions below.

Staff in offices with digital cameras must maintain the equipment, obtain appropriate photos as outlined below, and forward the photos in a timely manner as assigned. Digital cameras and related equipment shall be used exclusively for DOC purposes and are not for personal use.

Photographs shall be transmitted to WICS via the web-based photo database application (PICS). Staff members transmitting the photos will designate the photo type in PICS. Photo 1 (index photo) will have a placard added from the program.

In addition, all clients on active supervision must have a photo that is less than two years old. Unit offices should have staff assigned to run the appropriate report to ensure client photos are current. If a client's current appearance does not reflect their most recent photo as a result of a significant change in appearance, an additional photo update is required. This includes: significant facial surgery or trauma; the addition or removal of numerous/large facial piercings or tattoos; a significant change in facial hair, a significant amount of weight loss or gain, and/or a gender transition.

To control the size of the image when taking photos with either a digital camera or a smartphone, choose an image size setting that is in the middle; not the highest and not the lowest. When emailing a photo, check the clarity and actual file size.

### Photo requirements:

- A neutral, non-reflective background that is plain, smooth, and flat

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- The client's face must be well lit
- Taken at a neutral camera angle at the eye level of the client
- The photo must be clear and high resolution; not blurry, grainy or pixelated. Editing of the photo or the use of filters is prohibited.

### Subject positioning:

- The client's face must be centered in the photograph with a neutral facial expression with both eyes open
- The image shall be of the client's face and the base of the neck
- The left and right photos will include the neckline and top of the client's shoulder
- Clients must remove hats, coats, or other items blocking the face and neck unless worn for religious purposes. Hoods and collars should be folded as flat as possible.
- Employer or other logos or company names must not be visible in the photo
- Clients with medical conditions requiring oxygen or other devices which may obstruct the photo should not be made to remove their medical devices

### Required photos:

Clients without glasses - 4 photos per session:

- Photo 1 (index photo): Front view from mid-torso to top of head
- Photo 2: Front view from base of neck to just above top of head
- Photo 3: Right profile from base of neck to just above top of head
- Photo 4: Left profile from base of neck to just above top of head

Client with glasses – 5 photographs per session:

- Photo 1 (index photo): Front view from mid-torso to top of head without glasses
- Photo 2: Front view from base of neck to just above top of head without glasses
- Photo 3: Right profile from base of neck to just above top of head without glasses
- Photo 4: Left profile from base of neck to just above top of head without glasses
- Photo 5: Front view from base of neck to just above top of head wearing glasses